
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

April 29, 2016

ADMINISTRATIVE SECRETARY—(Shelby County —KY Correctional Institution for Women)—Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST II—(Shelby County —KY Correctional Institution for Women)—Grade 10—(\$2139.80 - \$2834.88) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have one year of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CLASSIFICATION & TREATMENT OFFICER I—(Boyle County – Northpoint Training Center)—Grade 12—(\$2589.26 - \$3430.10) MIN REQUIREMENTS: Graduate of a college or university with a bachelor's degree.

CORRECTIONAL SERGEANT—(Muhlenberg County – Green River Correctional Complex) Grade 10—(\$2500.00 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age

CORRECTIONAL SERGEANT—THREE POSITIONS: (Shelby County —KY Correctional Institution for Women) Grade 10—(\$2500.00 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age

CORRECTIONS EDUCATION SPECIALIST I- (Boyle County- Northpoint Training Center) Grade 12—(\$2589.26 - \$3430.10) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree in education (academic or voc.) An associate degree with 3 years of trade-related experience will sub for the bachelor's degree.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

May 3, 2016

**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— TWO POSITIONS:
(Shelby County —KY Correctional Institution for Women) Grade 10—(\$2139.80 -**

\$2834.88) MIN. REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

OFFENDER INFORMATION SPECIALIST I— (Franklin County — Central Office/ Offender Records) Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS: Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II-(Laurel County-Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MIN. REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II-(Madison County-Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MIN. REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PLUMBER LICENSED SUPERVISOR—(Shelby County— KY Correctional Institute for Women) Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS: Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

PROBATION AND PAROLE OFFICER- (McCracken County—Probation & Parole) - GRADE 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Jefferson County—Probation & Parole) - GRADE 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Pulaski County—Probation & Parole) - GRADE 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Pulaski County—Probation & Parole) - GRADE 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9-(\$2200 - \$2,416.22)

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.